

Business Operation Unit Assistant

SOLICITATION NUMBER: ADF-09-HQ-R-0017

NOTICE DETAILS

Solicitation #:

ADF-09-HQ-R-0017

Procurement Type:

Combined Synopsis/Solicitation

Date Posted:

December 15, 2008

Title:

Business Operation Unit Assistant

Classification Code:

R -- Professional, administrative, and management support services

NAICS Code:

561110 -- Office Administrative Services

Response Date:

Dec 30, 2008 3:00 pm Eastern

Primary Point of Contact.:

Paul Robinson,
Contract Specialist
probinson@usadf.gov
Phone: 2026733916
Fax: 2026733810

Secondary Point of Contact:

Lottie Plater,
Contracting Officer
lplater@usadf.gov
Phone: 2026733916127
Fax: 2026733810

Description:

STATEMENT OF WORK AND SELECTION CRITERIA

BUSINESS OPERATIONS UNIT ASSISTANT

ABOUT THE AFRICAN DEVELOPMENT FOUNDATION: The African Development Foundation (ADF) is an independent corporation of the United States Government. Its mandate is to foster the direct participation of African communities in their own development through community-led initiatives. ADF supports programs focused on micro and small enterprise development, building the capacity of small businesses to engage in profitable and

sustainable trade and investment, and participatory development methods and best practices. ADF currently provides grants to non-governmental organizations and small entrepreneurs in sixteen African countries.

INTRODUCTION: This position is located in the Business Operations Unit within the Office of Management and Administration. The unit serves as an executive secretariat and provides a wide variety of business operations support to the Foundation. The unit provides correspondence control; records and files management; administrative coordination of clearances and approvals of project proposals and grants agreements; travel support; and a variety of other business operations support. The incumbent reports to the Business Operations Unit Coordinator, and assists in carrying out the unit's activities. Adheres to systems and processes related to the Foundation's vital documents and records. The unit also provides executive administrative support to staff in the Office of the President and the Field Operations Division.

MAJOR DUTIES AND RESPONSIBILITIES: Incumbent performs a variety of word processing and clerical/administrative duties. Prints and distributes documents for project review meetings. Assists in the preparation of grant documentation for the Agency's review process; prepares grant amendments for approval; distributes approved grants and amendments to the necessary parties; and receives and distributes fully executed grant documentation. Prepares files for signed grants. Performs data entry of new grants and grant amendments, and their associated budgets. Assists in the tracking of the development of grant projects and amendments. Assists, as necessary, the Grants Operations Assistant in the electronic and manual filing of grant documentation.

Under the direction of the Business Operations Unit Coordinator, provides assistance in the arrangement of travel, both domestic and international. Assists travelers in the visa application process. Develops and transmits country clearance requests, and tracks responses. Develops travel authorizations and checks on status of approvals to assure timely completion. Assists in the development of travel reservations. Receives copies and distributes tickets. Using Agency guidelines, reviews and processes travel vouchers, and works with travelers to resolve any issues/problems. Handles cancellations and return of tickets. Serves as back-up to Agency's eTravel System Administrator, and assists travelers with eTravel usage. Prepares local expense vouchers for staff of the Office of the President.

Assists in the coordination of agency documentation translation needs. Forwards documents to agency translators; tracks documents to assure receipt in timely manner; forwards completed translations to appropriate parties; receives and verifies translator invoices.

Processes incoming and outgoing agency mail, including the processing of express and international mail, and maintains an incoming mail tracking log. Maintains inventory of mailing supplies and places orders to replenish same.

In the absence of the Human Resources Assistant, provides back-up in the collection and faxing of time and attendance sheets and in the collection of the sign-in sheets. Additionally, may provide back-up to the Human Resources Assistant as necessary.

When necessary, provides back-up support to the Agency's receptionist desk. In this capacity, receives and forwards telephone calls and greets office visitors. Sorts incoming mail as necessary, and signs for express mail.

KNOWLEDGE/COMPETENCIES REQUIRED: Basic knowledge and use of computers and computer applications to collect, manipulate, and communicate information, specifically Microsoft Word, Excel, Outlook, and PowerPoint. Knowledge of eTravel and eCC. Ability to select and understand procedures, machines, and tools that will produce the desired results. Ability to identify or solve problems in machines, computers, or other technologies as they are related to performing tasks. Competitive level proficiency in typing.

Knowledge of office and operational procedures such as filing, maintaining records, entering data, and using and

completing forms in order to perform the full range of standard clerical assignments and resolve recurring problems.

Ability to identify a need; gather, organize, and maintain information; determine its importance and accuracy; and communicate it by a variety of methods.

Ability to work and communicate with staff and clients to satisfy their expectations. Ability to relate well to people from diverse cultural and ethnic backgrounds. Demonstrates a commitment to quality services.

Ability to express information to individuals or groups effectively, taking into account the audience and the nature of the information; listens to others, and responds appropriately. Knowledge of English grammar, spelling, punctuation, and required formats.

Demonstrated knowledge of Federal Travel Regulations (FTR).

SUPERVISORY CONTROLS: Incumbent works under the supervision of the Business Operations Unit Coordinator who provides continuing or individual assignments by indicating generally what is to be done, limitations, quality and quantity expected deadlines, and priority of assignments. The incumbent uses initiative in carrying out recurring assignments independently, but refers problems or unusual assignments to the supervisor for assistance or decision. The supervisor assures that finished work and methods used are technically accurate and in compliance with instructions and established procedures.

GUIDELINES: Procedures for doing the work have been established and a number of specific guidelines are available. Incumbent must use judgment in locating and selecting guidelines and making minor deviations to adapt guidelines to task at hand. Situations in which existing guidelines cannot be applied are referred to the supervisor.

COMPLEXITY: The work includes various duties involving different and unrelated administrative and office automation processes and methods in varying sequence. Assignments are both standard and non-standard. The incumbent analyzes the tasks involved in each assignment, and chooses the course of action to be taken. The incumbent must recognize differences in existing procedures and applications and apply judgment and make choices from among established alternatives.

SCOPE AND EFFECT: The purpose of the work is to perform specific, recurring tasks related to administrative support. The work involves the execution of specific rules, regulations, or procedures, and typically comprises a complete segment of an assignment or project. The services performed facilitate the work of other staff members and the accuracy, reliability, or acceptability of further processes or services.

INSTRUCTIONS, CONDITIONS AND NOTICE TO OFFERORS: Qualified individuals are requested to submit an application/resume containing the following:

- (1) Personal Information: Full Name: mailing address: email address; day and evening telephone numbers: country of citizenship.
- (2) Education: Names of schools attended (primary, secondary and college or university) along with locations, dates type of degree received, and major.
- (3) Work Experience: Provide the following for paid and unpaid work experience related to the job for which you are applying (do not send job description): job title, duties, and accomplishments; employer's name and address; superiors and phone number; start and end date (month and year); hours per week; salary.

(4) Other Qualifications: Other pertinent information related to the qualifications required for the position, including job-related skills such as languages and computer skills.

(5) References: Applicants are required to provide three (3) references with complete contact information including email address and telephone numbers.

(6) Knowledge, skills and Abilities (KSA): A supplemental document which addresses the minimum qualifications and experience shown in the solicitation. Application must address each KSA separately.

PROPSAL SUBMISSION:

A complete application consists of the following:

(1) Three past performance references: The offerors shall include complete contact information for all references to include phone numbers and email address (ADF reserves the right to obtain from previous employers relevant information concerning the applicants past performance and may consider such information in its evaluation).

(2) Qualified individuals are requested to submit a resume, the resume shall contain at a minimum,

Personal Information: full name, mailing address, day and evening phone numbers, country of citizenship.

Education: Name of schools attended (primary, secondary and college or universities), locations, dates, type of degree received and major. Work Experience: Provide the following for paid and unpaid work experience related to the jobs for which you are applying do not send job descriptions): job title; duties and accomplishments; employer's name and address, superiors name and phone number, start and end dates(month and year), hours per week, salary. Other qualifications: Other pertinent information related to the qualifications required for the position; including job-related skills, such as languages, computer skills.

Applicants who fail to submit a complete application shall not be considered.

Offerors assume full responsibility for ensuring that offers and references are received at the place as delineated herein by Tuesday December 30, 2008 by 3:00 P.M. EST. All offers shall be closed and sealed and shall be fully identified on the sealed envelope if delivered via third party carrier or hand delivered. When proposals are hand carried or sent by courier service, address for offers is the African Development Foundation, Suite 1000 10th. Floor, 1400 Eye Street, NW Washington DC 20005, Attention Mr. Paul Robinson.

To ensure consideration of applications for the intended position, please reference the solicitation number on your application and as the subject line in any cover letter. All applications shall be submitted in a sealed envelope with the solicitation number cited on the outside of the envelope for identification purposes.

Interested offerors may register at <http://www.febizopps.gov> or receive notification when the solicitation and any amendments are issued and available for downloading. Please note that the General Services Administration provides the notification service as a convenience and does not guarantee that notification will be received by all persons on the mailing list. Therefore, we recommend that you monitor the Fedbizopps site for all information relevant to desired acquisitions.

PERSONAL CONTACTS: The incumbent has contact with staff of the African Development Foundation, both within the United States and in Africa, as well as with outside contractors and vendors. People contacted generally are engaged in different functions, missions, and kinds of work.

PURPOSE OF CONTACTS: Contacts are to obtain, clarify, or provide information about assignments or methods to be used in completing assignments. Contacts are generally working toward mutual goals and have cooperative attitudes.

PHYSICAL DEMANDS: The regular and recurring work involves sitting at a desk and in meetings. The work is sedentary, but some light lifting may be required (i.e., carrying packages to be mailed).

WORK ENVIRONMENT: The work is performed in an office environment with everyday risks or discomforts.

SELECTION CRITERIA: To be considered for this position, applicants must demonstrate at least three (3) years of experience working in clerical/administrative capacity. English fluency is required. Candidates should demonstrate ability to comfortably work in a fast-paced environment and to deliver quality products on time, sometimes with a short turnaround.

Award shall be made based on the best overall value to the Government. The Contracting Officer (CO) will use the technical merits of each proposal to determine the successful offeror.

Terms of contract:

- Personal Services Contract
- The duties and complexity of the position is equivalent to those of a GS-06
- Duration: up to five years, with an initial contract of one year and subsequent on year extensions based upon performance
- Place of duty: African Development Foundation
- 1400 Eye Street N.W.
- Suite 1000 10th. Floor
- Washington, DC 20005

APPLY TO: African Development Foundation
1400 "Eye" Street, NW
Suite 1000 10th. Floor
Washington, DC 20005
Attention: Paul Robinson
probinson@usadf.gov
Telephone: 202-673-3916 Ext. 123
Fax: 202-673-3810

SUBMIT: All application material must be submitted to the address above and received by ADF 3:00 PM EST on the closing date, December 30, 2008. Postmark dates will not be considered. Material received after the close of business on the closing date will not be considered.

NOTE:

1. ADF provides reasonable accommodations to applicants with disabilities where appropriate. If you need a reasonable accommodation for any part of the application and hiring process, please notify the agency. The decision on granting reasonable accommodation will be on a case-by-case basis. You may call the information number below.
2. For further information or mailed forms, call: (202) 673-3916. Ext 123
3. ADF program information is available on www.adf.gov.
4. 5 U.S.C. 3303, as amended, prohibits against soliciting, making, receiving, or accepting political recommendations for this position.

Place of Contract Performance:

African Development Foundation
1400 Eye Street
Suite 1000 10th. Floor

Washington, District of Columbia 20005
United States

Archiving Policy:

Automatic, 15 days after response date

Allow Vendors To Add/Remove From Interested Vendors:

yes

Allow Vendors To View Interested Vendors List:

yes